



August 2016

Dear Parents/Guardians:

It is getting close to the beginning of a new school year! The faculty and staff at the Tech Center are looking forward to meeting your son/daughter. The excitement of a new school year mixed with a little nervousness as our students are about to begin so many new experiences can be overwhelming. Rest assured we are here to stand ready to help your son/daughter start the school year on a positive note.

Several important documents are available for your review on the BOCES website www.pnwboces.org/ Click on the sidebar on the left for **Students and Parents**. Under this link, click on, **Policies, Procedures and Forms**, then **2016–2017 Tech Center Welcome Back Packet**.

Pesticides Notification	Military Recruitment Opt-Out Form
Family Education Rights and Privacy Act	Blackboard Connect Form
Harassment and Discrimination	Parent/Guardian/Student Sign-Off Sheet
Student Use of Computers	Student Driving Application
Surveillance Cameras	Code of Conduct
Indian Point Evacuation Plan	Attendance Policy with Staff Contacts
Potassium Iodine (KI) Info and Opt-Out Form	Dates for Student Progress/Grade Reports

Please respond to the **Blackboard Connect Form by September 9, 2016**. This form provides us with important information to reach you especially in emergency situations. Ask your son or daughter to present the completed form to their main office. The Potassium Iodide information outlines a required emergency procedure and does permit you to have your son or daughter “Opt-Out” of the process. Please read all of this information carefully. If you have questions or if you do not have access to a computer, please call and we will provide you with copies of all documents.

Once school begins, students will receive several important documents, including – The Student Handbook, Safety Manual, information on how to access the Code of Conduct, and our BOCES Sexual Harassment Policy. It will be important for you to review this information with your son or daughter. The enclosed **Parent/Guardian/ Student Sign-Off sheet requires your signature and the signature of your child. Both need to be returned to their Tech Center teacher no later than September 9, 2016. Also, please review the enclosed Save the Date flyer for upcoming Tech Center events.**

We are very pleased that your child has decided to take advantage of our programs at the Tech Center. Please visit our website, www.pnwboces.org/tech for complete program information and dates pertaining to Meet-the-Teacher Night on October 6, 2016 and our Open House on March 9, 2017.

Sincerely,

Mr. Stephen Lowery
Executive Principal

Sincerely,

Mr. James Bellucci
Career Academy Principal

Service and Innovation Through Partnership



Putnam Northern Westchester
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
200 BOCES Drive
Yorktown Heights, NY 10598-4399
(914) 248-2306 FAX (914) 248-2308
E-MAIL: mskerritt@pnwboces.org

Michael Skerritt

Director of Human Resources and Professional Development

RE: Use of Pesticides

Dear Parent/Guardian:

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and non-public elementary and secondary schools to provide written notification to all parents/guardians regarding the use of pesticides throughout the school year. The required prior written notification includes certain pesticide applications while others are excluded. Examples of excluded pesticides are listed on the back of this page.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your child's school, please complete the attached form and return it to Katharina Cerreta, Director of School Facilities and Operations, at 200 BOCES Drive, Yorktown Heights, NY 10598.

As well, if you wish to see a copy of the complete Integrated Pest Management Plan, you may contact Ms. Cerreta's office at 914-248-2200.

Sincerely,

Michael Skerritt

Attachment

Service and Innovation Through Partnership

BEDFORD BREWSTER BRIARCLIFF CARMEL CHAPPAQUA CROTON-HARMON GARRISON HALDANE HENDRICK HUDSON
KATONAH-LEWISBORO LAKELAND MAHOPAC NORTH SALEM OSSINING PEEKSKILL PUTNAM VALLEY SOMERS YORKTOWN

The following pesticide applications are **not** subject to prior notification requirements:

- A school remains unoccupied for a continuous 72 hours following an application;
- Anti-microbial products;
- Non-volatile rodenticides in tamper-resistant bait stations in areas inaccessible to children;
- Non-volatile insecticidal baits in tamper-resistant bait stations in areas inaccessible to children;
- Silica gels and other non-volatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
- Boric acid and disodium octaborate tetrahydrate;
- The application of EPA designated biopesticides;
- The application of EPA designated exempt materials under 40CFR 152.25;
- The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the Putnam Northern Westchester Board of Cooperative Educational Services receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school administrator] a written request that identifies the record(s) they wish to inspect. The administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask BOCES to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate school administrator], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the BOCES decides not to amend the record as requested by the parent or eligible student, the BOCES will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the BOCES as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the BOCES has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the BOCES discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the BOCES to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605



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200 BOCES Drive
Yorktown Heights, NY 10598-4399
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E-MAIL: mskerritt@pnwboces.org

Michael Skerritt

Director of Human Resources and Professional Development

RE: Procedures for Reporting Allegations of Harassment or Discrimination

Dear Parent/Guardian:

The P/NW BOCES Board is committed to safeguarding the right of all students to an educational environment that is free of all forms of harassment and discrimination. Any student who believes that he/she has been subjected to harassment or discrimination is to immediately report the incident to his/her teacher. If the teacher is the alleged perpetrator, the student should make the report to the program administrator.

Once a student files a report, a prompt, thorough, and impartial investigation of the allegations will be conducted by either the program administrator or the appropriate Compliance Officer listed below. If the investigation reveals that harassment or discrimination has occurred, appropriate sanctions will be imposed. If the complainant is not satisfied with the outcome of the investigation, s/he may appeal to the Compliance Officer or the District Superintendent. All reports will be held in confidence subject to all applicable laws.

For complaints regarding discrimination based on gender:	Todd Currie Lynn Allen	914-248-2320 914-248-2311
For complaints regarding discrimination based on race, creed, color, national origin, or religion:	Michael Skerritt	914-248-2306
For complaints regarding discrimination based on disability:	Michael Skerritt Kathy Cerreta	914-248-2306 914-248-2200
For complaints regarding sexual harassment:	Michael Skerritt Lynn Allen	914-248-2306 914-248-2311
For complaints regarding discrimination or harassment of any other type:	Todd Currie Lynn Allen	914-248-2320 914-248-2311

The District Superintendent will, in the absence of a victim's complaint, ensure that an investigation is commenced by the appropriate individuals upon learning of or having reason to suspect the occurrence of any misconduct.

Sincerely,

Michael Skerritt

Service and Innovation Through Partnership

BEDFORD BREWSTER BRIARCLIFF CARMEL CHAPPAQUA CROTON-HARMON GARRISON HALDANE HENDRICK HUDSON KATONAH-
LEWISBORO LAKELAND MAHOPAC NORTH SALEM OSSINING PEEKSKILL PUTNAM VALLEY SOMERS YORKTOWN



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User Agreement & Parent Permission Form
For Computer Network and Internet **2016-2017**

“As a user of the Putnam/Northern Westchester BOCES (P/NW BOCES) computer network, I agree to comply with the rules stated in P/NW BOCES Board of Education Policy 6260 “Student Use of Computerized Information Resources” for communicating over our network in a reliable fashion while following all relevant laws and restrictions.”

Student's Name	Employee Signature*	Date
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“As the parent or guardian of

Student's Name

I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individual and families may be held liable for a violation of applicable law or P/NW BOCES Board Policy. Further, I understand that some material on the Internet may be objectionable, I accept responsibility for guidance of Internet use and for setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media.”

Parent or Guardian Name	Parent or Guardian Signature*	Date
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School/Program Name

Service and Innovation Through Partnership

BEDFORD BREWSTER BRIARCLIFF CARMEL CHAPPAQUA CROTON-HARMON GARRISON HALDANE HENDRICK HUDSON
KATONAH-LEWISBORO LAKELAND MAHOPAC NORTH SALEM OSSINING PEEKSKILL PUTNAM VALLEY SOMERS YORKTOWN



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E-MAIL: mskerritt@pnwboces.org

Michael Skerritt

Director of Human Resources and Professional Development

Re: Use of Surveillance Cameras

Dear Parent(s)/Guardian(s),

Promoting and fostering school safety and ensuring a safe and effective learning environment is an important responsibility. After carefully considering and balancing the rights of privacy with our duty to promote discipline, health, welfare, and safety of staff and students, as well as that of the general public who has occasion to use our facilities, we have decided to use surveillance cameras when necessary in our school buildings, on our buses, and/or on our school grounds.

Surveillance cameras will only be utilized in public areas where there is no “reasonable expectation of privacy.” These cameras will not be monitored at all times. Audio recordings will not be utilized.

Any video recording used for surveillance purposes in BOCES buildings, buses, and/or property are the sole property of BOCES. Under no circumstances will the BOCES’ video recording be duplicated and/or removed from BOCES premises unless in accordance with a court order and/or subpoena.

We have posted appropriate signage notifying students, staff, and the general public of our use of surveillance cameras.

Sincerely,

Michael Skerritt

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Michael Skerritt

Director of Human Resources and Professional Development

RE: Indian Point Relocation and Evacuation Procedures

Dear Parent/Guardian:

The Yorktown campuses of Putnam/Northern Westchester BOCES are located within the ten-mile emergency-planning zone (EPZ) of the Indian Point Nuclear Power Plant. In the event of an emergency at the power plant, one or more protective measures may be required. If the event occurs before the start of the school day a recommendation to suspend school for the day may be made by the County Executive. If the event occurs after the school day has begun, the relocation or evacuation of our student may become necessary.

If relocation or evacuation should become necessary, our students would be transported to the School Reception Center at the North Salem Middle School/High School, 230 June Road (Old Route 124), North Salem, NY.

Parents arriving at North Salem MS/HS will be directed by campus security to designated parking areas near Entrance "A," the regular pick-up location (near the flag pole). Parents will be directed to the temporary Putnam Northern Westchester BOCES Office set up in the Lobby of the North Salem Middle School Auditorium. Actual family re-unification will take place in the lobby of the Auditorium. Parents will await their children in the lobby. Children will be properly accounted for and walked to the lobby of the Auditorium. Once reunited with parents, parents and child(ren) will be directed to the appropriate parking area.

Students who are not picked up by family members in a "reasonable period" of time will be transported by bus to the General Population Reception Center at Fox Lane High School in Bedford where the Red Cross will be available to house and feed any student who has not been picked up.

While we all hope that there will never be an emergency situation at the power plant, it is important that we have plans in place so that we can provide for the safety of our students.

Sincerely,

Michael Skerritt

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Michael Skerritt

Director of Human Resources and Professional Development

RE: Distribution of Potassium Iodide (KI)

Dear Parent/Guardian:

Our school is located within the ten-mile emergency-planning zone (EPZ) of the Indian Point Nuclear Power Plant. In January 2001, the federal Nuclear Regulatory Commission amended its policy on the availability and usage of the over-the-counter drug potassium iodide (KI) during a radiological emergency. As a result, New York State also revised its policy regarding providing KI to the general population in the ten-mile emergency planning zones.

KI is an over-the-counter drug that protects the thyroid from exposure to radioactive iodine. KI only protects one organ against one radioactive substance. It is not an alternative to evacuation or sheltering (see attached KI information sheet). In fact, evacuation and sheltering remain New York's primary public protective actions in the event of an accident at any nuclear power site.

Should the County and/or State Department of Health recommend the use of KI during an emergency, Putnam Northern Westchester BOCES will have KI available on-site for your child. Evacuation from the ten-mile EPZ remains our primary protective radiological action. In the event that KI use is recommended by County or State health officials, an appropriate dose of KI will be available for your child.

If you do **not** want the school to provide your child with KI in a radiological emergency, you **must** sign and return the enclosed form to your child's teacher. This form will remain in effect as long as your child attends this school building, unless you notify us in writing that you now wish your child to be provided with KI. **Please note that if you do not return the enclosed form and KI use is recommended by health officials, your child will receive KI.**

If you have any concerns regarding the emergency use of KI or questions on your child's health and the use of KI, please discuss this with your child's health care provider.

If you have any further questions about the school's program, please contact me.

Sincerely,

Michael Skerritt

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Michael Skerritt

Director of Human Resources and Professional Development

Dear Parent/Guardian of Putnam Northern Westchester BOCES Junior or Senior:

This is to inform you that a provision of the federal No Child Left Behind Act of 2001 requires the school district to provide students' names, addresses and home phone numbers to military recruiters when requested.

However, the law also states that schools must notify parents and students that they have the right **NOT** to be included when the information is released if they choose.

To exercise your legal right to have this information kept private, you should use the form below to notify us that you do not wish this information to be released. Please note that unless you use this "opt-out procedure," the school district cannot refuse the military recruiters' requests and you and your student may be contacted by them at home.

To OPT OUT of the Military Recruitment Provisions of the NCLB Act, please complete this form and return via mail or fax to:

Mr. Michael Skerritt
Putnam Northern Westchester BOCES
200 BOCES Drive
Yorktown Heights, NY 10598-4399
FAX: (914) 248-2308

If you have any questions, please contact Michael Skerritt at (914) 248-2306.

MILITARY RECRUITMENT OPT-OUT REQUEST

Dear Putnam Northern Westchester BOCES:

We are exercising our right under the No Child Left Behind Act of 2001, and hereby request that the name, address and telephone listing of:

Name of Student (Please Print)

BOCES Program (Please Print)

who is currently a student at your school, **NOT** be released to military recruiters without prior written consent. We do, however, consent to the disclosure of such information to colleges and universities other than military schools.

Parent/Guardian (Please Print)

Signature of Parent/Guardian

Date

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BOARD OF COOPERATIVE EDUCATIONAL SERVICES
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(914) 248-2306 FAX (914) 248-2308
E-MAIL: mskerritt@pnwboces.org

Michael Skerritt

Director of Human Resources and Professional Development

Re: Blackboard Connect

Dear Parent/Guardian:

We are pleased to inform you that we use an innovative, school-to-parent communication system, Blackboard Connect. This is an automated system that enables us to reach all parents/guardians quickly and efficiently with important information. We use Blackboard Connect to communicate with parents/guardians in the event of emergency situations, school closings, delays, and important school events.

To ensure that we have accurate contact information, please complete the attached form and return it to your child's teacher. In addition, please notify your child's teacher if there is a change in contact information during the school year.

Since being able to contact parents/guardians is vital to the efficient operation of our programs, we rely on this system to assist us in improving our communications.

Sincerely,

Michael Skerritt

Attachment

Service and Innovation Through Partnership

BEDFORD BREWSTER BRIARCLIFF CARMEL CHAPPAQUA CROTON-HARMON GARRISON HALDANE HENDRICK HUDSON
KATONAH-LEWISBORO LAKELAND MAHOPAC NORTH SALEM OSSINING PEEKSKILL PUTNAM VALLEY SOMERS YORKTOWN



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Parent(s) /Guardian(s) Contact Form

Michael Skerritt
Director of Human Resources and Professional Development
2016-2017

In order to be able to reach you in the event of an emergency situation, school closing, delay, or important school event, we must have accurate contact information. Please complete this form so that we can update our records.

Today's Date _____

Student's Name: _____

Teacher's Name: _____

Parent/Guardian #1:

Name _____

Home Telephone Number: _____

Work Telephone Number: _____

Cell Phone Number: _____

Email address: _____

Parent/Guardian #2:

Name _____

Home Telephone Number: _____

Work Telephone Number: _____

Cell Phone Number: _____

Email address: _____

Primary home telephone number for early morning call regarding BOCES closing or delay:

**IF ANY OF THESE NUMBERS CHANGE,
PLEASE IMMEDIATELY NOTIFY YOUR CHILD'S TEACHER.**

RETURN THE COMPLETED FORM TO YOUR CHILD'S TEACHER.

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BEDFORD BREWSTER BRIARCLIFF CARMEL CHAPPAQUA CROTON-HARMON GARRISON HALDANE HENDRICK HUDSON KATONAH-LEWISBORO
LAKELAND MAHOPAC NORTH SALEM OSSINING PEEKSKILL PUTNAM VALLEY SOMERS YORKTOWN



James Bellucci
Career Academy Principal

Stephen Lowery
Executive Principal

PARENT/GUARDIAN/STUDENT SIGN-OFF

STUDENT HANDBOOK & SAFETY MANUAL

I have read and understand the contents of the Code of Conduct, Student Handbook and Safety Manual. I understand the need for disciplinary consequences, school regulations, safety rules, and requirements for protective and appropriate clothing while attending the Tech Center.

Student Name (print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Tech Center Program: _____

PHOTO/VIDEO RELEASE

During the course of the school year, there are times when photographs or videotapes will be taken of students during school activities. Occasionally, the pictures may be used for such purposes as BOCES promotional literature, press releases about BOCES programs, or other media purposes. Please sign below, indicating your consent or refusal:

I give permission for the Board of Cooperative Education Services to use photographs, videotapes or quotes of (_____) for BOCES promotional literature, press releases or other media purposes.

Parent/Guardian Name (print): _____ Date: _____

Parent/Guardian Signature: _____ (YES) _____ (NO)

USER AGREEMENT AND PARENT PERMISSION FORM FOR COMPUTER NETWORK AND INTERNET

As a user of the BOCES computer network, I agree to comply with the rules stated below—communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Name: (print): _____

Student Signature: _____ Date: _____

As the legal parent/guardian of (_____), I grant permission for my son/daughter to access networked computer services, such as electronic mail and the Internet. I understand that individuals and families may be held liable for violation of applicable law of BOCES guidelines for acceptable use of the network. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use and for setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Teachers will place a signed copy of this form in each student's file and will return an additional copy to your respective main office.

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Putnam/Northern Westchester
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
200 BOCES Drive, Yorktown Heights, NY 10598-4399

APPLICATION FOR DRIVING PERMISSION 2016 - 2017
(The completed application plus a \$5.00 tag fee is to be returned to your teacher.)
(Please sign all required areas.)

Dependable, safe transportation is available to every student attending The Tech Center. It is, therefore, rarely in the students' best interests to encourage the driving of private vehicles to and from our school.

The student indicated below requests special consideration. Your signature will indicate your approval for the granting of this privilege of driving to and from The Tech Center.

STUDENT INFORMATION (Please Type or Print)

First Name _____ Last Name _____

Address _____

Telephone # _____ Home School _____ Check if adult student

Tech Program _____ Instructor _____

Session (Check all that apply) I. II. III.

A COPY OF STUDENT'S DRIVER'S LICENSE MUST BE ATTACHED TO THIS FORM.

VEHICLE INFORMATION

Make _____ Model _____ Color _____ Year _____

License Plate # _____ State _____ Owner's Name _____

Parking Area (Check one) Tech Center (PURPLE) Tech South (PURPLE)
Building E (PURPLE) Adult (TAN)

THE PARKING TAG FEE IS \$5

I have read and understand the student driving regulations described on the back of this form and accept the conditions under which I have been granted permission to drive to and from The Tech Center. **I further recognize that my permission to drive may be suspended or revoked at any time during the school year should I abuse this privilege by violating these regulations.**

Student's Signature _____
Date

SIGNATURES OF APPROVAL

*Parent's Signature

*Home School Principal

Tech Center Instructor

Tech Center Administrator

*These signatures of approval are not required for adults.

STUDENT DRIVING REGULATIONS

1. Student drivers who take classes in the Main Tech Center Building must park in the upper lot in spaces designated for students. Students are not allowed to use the staff and visitor spaces.

Student drivers who take classes in Tech South must park in the Tech South parking lot in spaces designated for students.

Student drivers who take classes in Building E must park in the Building E parking lot in spaces designated for students.

2. Student parking tags must be visible through the front windshield. **Every vehicle driven to Tech, including second or third family vehicles, must have a Tech Center parking tag.** Vehicles that do not have a parking tag will be towed away at the expense of the owner.
3. Students who leave the campus from Building E must turn right to Moseman Avenue. Students who leave the campus from the Main Tech Building or Tech South must exit onto Pinesbridge Road. These special arrangements are made and strictly enforced in order to insure the safety of the BOCES Special Education students who share our Yorktown Campus.
4. Student drivers will arrive no later than 8am, 10am, or 12 noon. No student driver is permitted to leave The Tech Center before dismissal without permission from the Attendance Office.
5. A 15 mph speed limit must be observed on all campus roadways and will be strictly enforced.
6. Obey directions from all staff monitoring the campus.
7. State law requires that vehicles must not pass school buses that have stopped to load or unload passengers. Therefore, **students are not permitted to drive through school bus loading areas at any time.**
8. Unsafe driving practices, including speeding or rapid acceleration or deceleration on campus or nearby public roads, are forbidden. In addition, vehicles that are mechanically unsafe or excessively noisy should not be driven to Tech. The playing of loud music (i.e., car radio) is also prohibited. **Please note:** Reckless driving to and from The Tech Center may result in suspension of permit and suspension from Tech.
9. Poor attendance or frequent lateness will result in suspension or revocation of a student's driving permit.

Parent Initial

Student Initial

*****REMEMBER:** If you are determined to be eligible to drive to and from The Tech Center, it is because your parents and home school officials feel that you are a responsible young adult. Your conduct both in and out of class will determine Tech Center approval.

Parent Signature

Date

Student Signature

Date



James Bellucci
Career Academy Principal

Stephen Lowery
Executive Principal

Attendance Policy and Tech Center Contact Staff

The New York State Education Department requires all local school districts and BOCES to develop and enforce a school attendance policy. The Tech Center at Yorktown has the following attendance guideline which is also found in our Student Handbook.

“Consistent attendance is an important factor for success at the Tech Center. It is expected that you will attend every day that the Tech Center is in session. Parental notes explaining absences and lateness should be given to the attendance office on the day of your return to class. The Tech Center attendance policy requires students to attend class each day their home schools are in session. Students with 10 absences in any quarter will be placed on academic probation and a parent conference is required. Students who miss 20 days in two consecutive quarters or accumulate 30 absences during the school year may be subject to dismissal from the Tech Center.”

If your child has 10 absences and you need to schedule a conference, or if you wish to contact your child’s principal or counselor, please call the appropriate person listed below:

Business Academy:

Counselor	Maggie Almonte	(914) 248-2404
Principal	Jim Bellucci	(914) 248-2210

Communications Academy:

Counselor	Gerry Battista	(914) 248-2220
Principal	Stephen Lowery	(914) 248-2420

Construction and Transportation Academies:

Counselor	Maggie Almonte	(914) 248-2404
Principal	James Bellucci	(914) 248-2210

Cosmetology Academy:

Counselor	Gerry Battista	(914) 248-2404
Principal	Stephen Lowery	(914) 248-2420

Culinary Academy:

Counselor	Gerry Battista	(914)248-2220
Principal	Jim Bellucci	(914)248-2210

ENL:

Counselor	Maggie Almonte	(914) 248-2404
Principal	Stephen Lowery	(914) 248-2420

Health Services/New Visions Health:

Counselor	Karen Carey	(914) 248-2427
Principal	Stephen Lowery	(914) 248-2420

New Visions Engineering/Environmental Academy:

Counselor	Karen Carey	(914) 248-2427
Principal	Jim Bellucci	(914)248-2210

Thank you for your support in promoting daily attendance.



Putnam/Northern Westchester
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James Bellucci
Career Academy Principal

Stephen Lowery
Executive Principal

August, 2016

Dear Parent/Guardian:

The New York State Education Department requires all local school districts and BOCES to develop and enforce a school attendance policy. The Tech Center at Yorktown has the following attendance guideline which is also found in our Student Handbook.

“Consistent Attendance is an important factor for success at the Tech Center. It is expected that you will attend every day that the Tech Center is in session. Parental notes explaining absences and lateness should be given to the attendance office on the day of your return to class. The Tech Center attendance policy requires students to attend class each day their home schools are in session. Students with 10 absences in any quarter will be placed on academic probation and a parent conference is required. A student who misses twenty (20) days in two (2) consecutive quarters or accumulate thirty (30) absences during the school year may be subject to dismissal from the Tech Center.”

In order to track your child’s progress at the Tech Center, progress reports and report cards will be posted on the Parent Portal in the P/NW BOCES website. Go to Schools, then Tech Center, then Parent Portal. If you do not have access to a computer, please call your child’s guidance counselor for progress reports and grades.

Progress Report Dates for 2016-2017:

October 14, 2016, December 23, 2016, March 10, 2017, and May 26, 2017

Report Card Dates for 2016-2017:

November 17, 2016, February 3, 2017, April 14, 2017, and June 20, 2017

If at any time you would like to set up a parent conference, please do not hesitate to contact your child’s teacher.

Thank you for your support in ensuring your child’s successful participation in Career and Technical Education at the Tech Center at Yorktown.

Sincerely,

Mr. Stephen Lowery
Executive Principal

Sincerely,

Mr. James Bellucci
Career Academy Principal



Putnam/Northern Westchester
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
200 BOCES Drive, Yorktown Heights, NY 10598-4399
(914) 248-2235 FAX (914) 245-4540

E-Mail: elane@pnwboces.org

Ellen Lane

Communications Director

PUTNAM/NORTHERN WESTCHESTER BOCES PUBLIC RELATIONS OPT-OUT FORM

Dear Parent/Guardian,

Putnam/Northern Westchester BOCES is pleased to celebrate the accomplishments of its students. As a result, your child may be photographed, videotaped and/or interviewed by BOCES staff or outside media such as newspapers, television stations or online news sites in the course of publicizing student activities, achievements, special events or learning. Student names and images may be included in PNW BOCES publications as well as in school-generated press releases that are sent to local media and posted on the PNW BOCES websites or social media sites.

This form provides you with the opportunity to let us know if you **do not** wish your child to be included in such coverage—including photographs, videos or samples of his/her work.

Please return this form only if you DO NOT wish your child to be included, as described, in any media coverage.

DO NOT RELEASE

I DO NOT give permission for my child to be included in media coverage including photographs with captions identifying him/her, articles mentioning or quoting him/her by name or samples of his/her work generated by PNW BOCES and disseminated through press releases, publications, websites and social media sites.

Student's Name _____ **Grade** _____

Signature of Parent or Guardian _____

Printed name of Parent or Guardian _____

Date _____

Service and Innovation Through Partnership

BEDFORD BREWSTER BRIARCLIFF CARMEL CHAPPAQUA CROTON-HARMON GARRISON HALDANE HENDRICK HUDSON
KATONAH-LEWISBORO LAKELAND MAHOPAC NORTH SALEM OSSINING PEEKSKILL PUTNAM VALLEY SOMERS YORKTOWN



Tech Center Student Handbook Parent Signature

Our mission at the Tech Center is to keep a productive and safe environment for your children at all times. On occasion, student incidents occur which lead to disciplinary consequences. Below is a range of disciplinary actions for selected infractions:

Infraction	1st Offense	2nd Offense	3rd Offense
Physical Altercation	3-5 Day OSS	5 Day OSS	5 Day OSS+Supt. Hearing
Verbal Altercation	Warning/1 Day ISS	2 Day ISS/ 1 Day OSS	3 Day OSS
Profanity at Staff	1 Day OSS	3 Day OSS	5 Day OSS
Possessing/Selling an illegal substance	5 Day OSS + Supt. Hearing + Police Referral		
Throwing snowballs or other objects	1-3 Day OSS	3-5 Day OSS	5 Day OSS
Reckless Driving	Revocation of Parking Permit 1 Month	Revocation Parking Permit 3 Months	Permanent Revocation of Parking Permit
Displaying what appears to be a weapon or possession of a weapon	5 Day OSS + Supt. Hearing + Police Referral		
Under the Influence of Alcohol or illegal substance	2-3 Day OSS	3-5 Day OSS	5 Day OSS
Discrimination, Defamation, Harassment, Hazing, Threatening others	3 Day OSS	5 Day OSS	5 Day OSS + Supt. Hearing + Police Referral
Refusing to Leave Classroom when asked by a Staff Member	1 Day ISS	3 Day ISS	3 Day OSS



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Email:cte@pnwboces.org

Please see the student handbook for a comprehensive list of all infractions/disciplinary consequences at the Tech Center. Please turn over for important information

Each parent/guardian of a student shall sign and return to the Tech Center this form which acknowledges the receipt and review of the student handbook.

As a parent/guardian, I have reviewed the student handbook. The telephone number below is the number where I can be contacted for disciplinary/attendance issues.

_____ Student Name (Print)

_____ Student Signature

_____ Parent Name (Print)

_____ Parent Signature

_____ Best contact Telephone Number

_____ Email Address



SAVE THE DATE



September 2, 2016	Opening Day for Students	8:00 am – 2:00 pm
September 5, 2016	LABOR DAY – Schools Not in Session	8:00 am – 2:00 pm
October 3-4, 2016	ROSH HASHANAH – Schools Not in Session	8:00 am - 2:00 pm
October 6, 2016	Meet the Teacher Night	4:00 pm – 6:00 pm
October 10, 2016	COLUMBUS DAY – Campus Closed	8:00 am – 2:00 pm
October 11, 2016	CTE Professional Development Day - No CTE Classes	
October 12, 2016	YOM KIPPUR – Schools Not in Session	
October 17-21, 2016	School Spirit Week	8:00 am – 2:00 pm
October 27, 2016	Teens & Tots Open House	11:00 am – 1:00 pm
October 28, 2016	Annual Blood Drive	10:00 am – 2:00 pm
November 8, 2016	SUPERINTENDENT’S CONFERENCE DAY – Schools Not in Session	
November 11, 2016	VETERAN’S DAY – Campus Closed	
November 16-17, 2016	TASC Testing	4:00 pm – 8:00 pm
November 23-25, 2016	THANKSGIVING RECESS – Campus Closed	
December 7-8, 2016	Spanish TASC Testing	4:00 pm – 8:00 pm
December 26-January 2, 2017	HOLIDAY RECESS – Schools Not in Session	

For more information about our Tech Events, please see the scroll on our website at
<http://www.pnwboces.org/techcenter/tech>